Sustainability Survey and Awards Coordinator



| Project Title | Sustainability Survey and Awards Coordinator | |
|----------------------|---|--|
| Project Summary | Support the annual Greening Diplomacy Sustainability Survey and Awards! Our survey identifies opportunities for engagement and improvement of the Department's overall environmental operations. Our awards highlight posts and personnel that show exemplary work in advancing sustainability. | |
| Country | United States | |

Project Description

Our annual Sustainability Survey and Awards have been run for the last 10 years collecting data on and examples of sustainability initiatives from around the globe. The survey and awards provide tangible results of investments in improving management and operations of our embassies and consulates and give examples for personnel in other locations to implement programs and projects to further reduce the Department's overall environmental footprint.

Our virtual interns will assist in evaluating previous years' survey data and identifying how we can best display this data to post personnel to easily access and evaluate. Interns will work with program managers to do data analysis, evaluate previous years' questions, provide recommendations on how to better collect information, establish data visualizations, and develop recommendations on what are the highest priority issues identified from the surveys.

In Fall 2020, our virtual interns will support our awards program recognizing individuals overseas that have show extraordinary commitment to advancing sustainability initiatives at their post. In Winter 2021, we will turn our focus to our overall program awards given to posts who have implemented innovative programs improving operations and increasing environmental outreach and engagement. Our interns will work with program managers to evaluate nomination forms and questions, request nominations, prepare material for awards committee members, and draft winner announcements.

Applicants should have an interest in or experience with ArcGIS, PowerBI, or other data visualization software.

Required Skills or Interests

| Skill(s) | |
|---------------|--|
| Data analysis | |

| Data visualization |
|--------------------------------|
| Design thinking |
| GIS expertise |
| Infographic design |
| Research |
| Storytelling/blogging/vlogging |
| Survey / polling design |

Additional Information

Find out more about our Greening Diplomacy Initiative Awards at https://www.state.gov/communications-outreach-and-partnerships/#gdi-awards.

Language Requirements

None